

## COUNCIL PROCEEDINGS

Mayor John David called the regular meeting of the Common Council of the City of Watertown to order at 7:00 p.m. on Tuesday, November 15, 2016, in the Council Chambers at City Hall.

### ROLL CALL

Roll call showed the following members present: Alderpersons McFarland, Larsen, Zgonc, Raether, Tietz, Maron and Romlein. (7) Absent: Smith and Berg. (2). Also present were Fire Chief Greg Michalek, Police Chief Tim Roets, Civil Engineer Andrew Beyer, City Attorney Will Gruber and City Clerk/Treasurer Cindy Rupprecht.

### PLEDGE OF ALLEGIANCE

The Council recited the Pledge of Allegiance to the American flag.

### MINUTES OF PRECEDING MEETING

Mayor David inquired if there were any additions or corrections to the minutes of the meeting held Tuesday, November 1, 2016. There being none, the minutes were approved as presented.

### COMMITTEE REPORTS

**FINANCE COMMITTEE, November 7, 2016.** **1. Early Childhood Development Presentation.** Kathy Eisemann, from the UW Extension Office, showed a video and spoke about the benefits of Early Childhood Development and how crucial it is in society in so many ways. **2. Review & approve Travel Policy.** Clerk/Treasurer Rupprecht was present to present a uniform Travel Policy. A resolution will be presented. **3. Review & approve IT Assessment & Strategic Planning Proposal.** Clerk/Treasurer Rupprecht and the Mayor discussed the need to hire an IT Coordinator to do an assessment of our entire IT System and develop a Strategic Plan. Cindy and the Mayor met with Len McCaw, from IT Advocate. Mr. McCaw has an extensive background as an IT Consultant. After discussion, a motion was made and seconded to recommend this to the Common Council. A resolution will be presented. **4. Review & approve Community Development Authority Ordinance.** This was laid over for the time being. **5. City Entry Sign update.** Engineer Holloway brought the Committee up to date on the first sign that will go up. It will be of maintenance free material at a cost of \$7,593.00. **6. Update on West Street Easement.** The Renner Trust is not cooperating at this time and it looks like eminent domain will need to be used in order to get the easement. **7. Review & approve revised City Wide Bicycle & Pedestrian Path Plan Task Force Resolution.** This was on the agenda in error, no action was needed. **8. Review Change Order Request for Lower Dam Rehabilitation Project.** A change order in the amount of \$1,136.00 was presented. Motion was made and seconded to approve this change order and passed unanimously. **9. Review Change Order Request for Riverwalk Soil Borings.** Engineer Holloway presented a change order in the amount of \$2,990.00. Motion was made and seconded to approve this change. Motion passed unanimously. **10. Review request to Transfer Funding from Engineering Supplies & Expense to Engineering Travel.** Motion was made and seconded to recommend this. A resolution will be presented. **11. Approve Change Order for Senior Center Deck.** The Mayor had originally told the Finance Committee the change order would be in the area of \$3,000.00 to \$5,000.00 to provide waterproofing for the area where the deck connected to the Senior Center building. The change order, however, is in the area of \$12,000.00 and will require a budget amendment. Motion was made and seconded to approve this. A resolution will be presented. **12. Review & approve ambulance billing write-offs.** Administrative Assistant Andrea Peters was present to explain the write-offs. Some have been due to bankruptcies and others have been where the patient has since died with no chance of collecting. Motion was made and seconded to approve these. Motion passed unanimously. **13. Closed Session per Wis. Stat. §19.85(1)(e) to discuss land purchase.** Motion was made, seconded and carried on a roll call vote to move into closed session. **14. Reconvene to open session.** Motion was made, seconded and carried on

a voicel vote to reconvene to open session. **15. Closed Session per Wis. Stat. §19.85(1)(c) to discuss personnel issue.** Motion was made and seconded to move into closed session, which carried on a roll call vote. **16. Reconvene to open session.** Motion was made, seconded and passed unanimously to reconvene to open session. **17. Discuss & approve Street Department vacancies.** Street Superintendent Schultz informed the Committee that there are two openings in the Street Department. There is one in Solid Waste and one in Streets. He is asking for permission to advertise for both positions at the same time. **18. Closed Session per Wis. Stat. §19.85(1)(g) to discuss possible litigation.** Motion was made and seconded to move into closed session and carried on a roll call vote. **19. Reconvene to open session.** Motion was made, seconded and passed unanimously to reconvene to open session. The report was received and placed on file.

**PUBLIC WORKS COMMISSION, November 7, 2016. 1. Review & approve Amended City Wide Bicycle & Pedestrian Path Task Force Resolution to include Police Department.** A resolution will be presented to add a staff member from the Police Department to this Task Force. **2. Storm Water Pond Maintenance Notice update.** The Engineering & Street Departments got together and created a list of storm retention and detention ponds in our City and inspected these during the summer. There are 11 owned by the City and 15 that are private ponds. Each pond was given a maintenance rating of 1-3, with 3 reflecting immediate attention. Engineering has drafted notices to be sent to the owners of the ponds, telling them of the inspection results and the maintenance required. **3. Review & approve 2017 Sidewalk Program Area.** Engineering had put together a list of potential sidewalk work for 2017. They used three separate examples for infill sidewalk consideration. After discussing, the Commissioners were of the opinion that Engineering should go out to the sidewalk areas mentioned and come back with a recommendation. This was approved unanimously. **4. Acknowledge City Wide Bicycle & Pedestrian Path Task Force minutes of September 27, 2016.** The minutes were reviewed and approved unanimously. **5. West Street Easement Update.** Engineer Holloway provided an update on the easement. The representative for Renner Trust has stated that they are not supportive of attaining this easement. Engineer Holloway reminded the Commission members that Finance has given the okay to pursue eminent domain as a way of acquiring the land needed for the Bike/Pedestrian Path. **6. Discuss S. Concord Ave. Sidewalk Options.** A constituent requested that pedestrian lanes be striped in the roadway as a way of promoting safety. Engineer Holloway informed the committee that pedestrians are not permitted in a bicycle lane where sidewalk is absent. Our ability to create striped lanes for walkers is not permitted. **7. Update on Street Sweeper sale.** Street Superintendent Schultz informed the Commission that our sweeper sold for \$38,750.00 on the Wisconsin Surplus Online Auction. **8. Review & approve fill site contract for N. Church Street.** Street Superintendent Schultz reported that our permit with the DNR for exclusive use of 1101 N. Church Street for the City's fill site has expired. Ruckert Mielke has been working with the City and proposes a cost, not to exceed \$7,500.00 to continue working on getting this permit. This motion passed unanimously. **9. Review & approve contract for Tower at City Hall.** Street Superintendent Schultz stated the requirement to hire companies to address the structural cracking of the tower at City Hall. He is recommending CGC, Inc. to do soil borings at a cost of \$3,080.00 and Struc Rite Design to do site investigation and evaluation at a cost of \$2,300.00. Motion was made, seconded and passed unanimously to approve these services. The report was received and placed on file.

**PUBLIC SAFETY & WELFARE COMMITTEE, November 2, 2016. 1. Review Request for Timed Parking in the 100 block of S. 6<sup>th</sup> Street.** The Chamber office has requested to have two thirty minute parking limits close to their office. There currently is no parking on Main Street and often times the parking exceeds many hours. An ordinance will be presented to the Council. **2. Review Request for Additional Handicapped Parking Space on Neenah St. by Schurz**

**School.** Spaces were eliminated several years ago when a driveway was put in; therefore a request is being submitted to add these handicapped stalls back onto Neenah Street. An ordinance will be presented. **3. Review 600 Block of Jones Street Parking.** After discussion the Committee voted unanimously to create an ordinance to designate new parking zones in the area by St. Mark's Church. This passed unanimously. **4. Review Western Avenue Truck Route Status.** There is no truck route on Western Avenue from Fourth to Tenth Street. This is a heavy residential area with a school. After discussion it was decided to leave this as is. **5. Review Request to Repeal Stop Sign Ordinance at SE Corner of Hidde Drive and Hill Street.** Because a section of Hidde Drive has been vacated there is no longer a need for a stop sign. An Ordinance will be presented to repeal the stop sign. The report was received and placed on file.

#### **COMMUNICATIONS & RECOMMENDATIONS OF THE MAYOR**

Melissa Lampe, Main Street Program Director, 519 E. Main Street, was present to update the Council. Melissa stated that this weekend is the Women's Only Weekend, beginning at 4:00 p.m. Friday night at the Lyons Pub. Saturday night there will be an event from 5:00 p.m. to 8:00 p.m. at On The Rock. Melissa also stated that the ribbon cutting for Santa's House will be held on November 21, 2016 and that the Holiday Parade of Homes will be on December 4.

Peg Checkai, Library Director, was present to update the Council. Peg stated that the Library Board and Friends of the Library were ecstatic about the referendum and the show of community support. They are currently still searching for an Engineer regarding the step issue in front of the building. She also told the Council that the Quirk Foundation has donated money to allow for a self-checkout machine. Finally, she updated the Council on several personnel changes and informed them that E-Commerce, the ability to use a debit or credit card for fines, will be coming back as part of their new library federation.

#### **NEW BUSINESS**

Mayor David requested the change of dates for the next Common Council meeting to be Monday, December 5, 2016, due to the Holiday Train coming through the City on Tuesday, December 6, 2016, which would have been the normal Council meeting. Motion was made by Alderperson Raether, seconded by Alderperson Tietz to approve this change. Motion carried on a voice vote. Mayor David encouraged everyone to be able to attend this event. He informed them that it will be held at Brandt/Quirk Park and that quite a bit of work has been done to allow a large viewing area.

#### **ACCOUNTS PAYABLE**

Certified accounts in the amount of \$268,397.85 were presented for payment. Alderperson Romlein moved to pay all certified accounts, seconded by Alderperson Tietz and carried on a roll call vote: Yes – 7. No – None. (Complete listing of accounts payable is on file and open for public inspection in the office of the City Clerk/Treasurer.)

#### **REPORTS AND MISCELLANEOUS BUSINESS**

The following reports were presented: Airport Commission – August 10 (Amended) & October 12, 2016. Branding Committee – October 27, 2016. Cable TV Regulatory Board – October 10, 2016. Cash & Investment Summary – October 31, 2016. Community Development Authority – October 20, 2016. Historic Preservation & Downtown Design Commission – October 19, 2016. Licensing Board – November 9, 2016. Main Street Program Board of Directors – October 19, 2016. Parks, Recreation & Forestry Commission – October 3 & November 7, 2016. Payroll Summaries – October 26 – November 8, 2016. Senior Center Advisory Board – October 19, 2016. Watertown Family Center Board – October 25, 2016.

#### **LICENSES**

The following have made applications for Beverage Operator Licenses for year ending June 30, 2017 and are recommended for approval by the Licensing Board: Jose N. Adame, 12 Pine Ridge Ct., #B, Watertown, WI 53094; Julia

D. Adame, 12 Pine Ridge Ct., #B, Watertown, WI 53094; Gerald Bukatz, 1008 Oak St., Watertown, WI 53098; Fay A. Class, 1009 N. Water St., Watertown, WI 53098; Brenda D. Crank, 1403 River Dr., Watertown, WI 53094; Antenisha L. Dale, 1153 Boughton St., 17F, Watertown, WI 53094; Reggie Lee Franklin, W8129 US Hwy. 12, Ft. Atkinson, WI 53538; Shawn D. Fretwell, 426 College Ave., Watertown, WI 53094; Ronni L. Friend, 904 Fox Creek Dr., #3, Watertown, WI 53098; Arvinder S. Khasria, 1403 S. Carriage Ln., New Berlin, WI 53151; Alex C. Kiekhaefer, 445 S. Concord Ave., Watertown, WI 53094; Kerry J. Manke, 411 ½ E. Main St., Watertown, WI 53094; Timothy C. Marszalek, 1207 W. Wisconsin Ave., #14, Oconomowoc, WI 53066; Joyce E. Owens, 1425 Willow St., Watertown, WI 53094; Elizabeth J. Petri, 530 Meadow Ln., #5, Lomira, WI 53048; Morgan Jo Pribbenow, N4727 Lowville Rd., Rio, WI 53960; Mike J. Rowoldt, 401 Bradley St., Watertown, WI 53094; Ashley N. Sayad, 107 ½ W. Main St., #3, Watertown, WI 53094; Kaitlyn Smith, W4195 Cty. Rd. O, Watertown, WI 53098; Autumn L. Steggall, 535 Humboldt St., Watertown, WI 53094; Georgia J. Stoltz, 1310 Thomas Ave., Watertown, WI 53094; Duaine R. Timm, N84W15428 Menomonee Ave., #2, Menomonee Falls, WI 53051; Amber M. Vilums, 319 E. Water St., Watertown, WI 53094; Mary S. Wyrick, 1002 E. Main St., #2, Watertown, WI 53094. Alderperson Raether moved to approve all licenses, seconded by Alderperson Maron and carried on a voice vote.

The following applied to amend their premise descriptions: Watertown Players, 210 S. Water St, to reduce the premise description for Watertown Players and Antonio Huerta Orzuna, dba Watertown Family Restaurant, 210 S. Water St, to increase premise description. Motion was made by Alderperson Tietz, seconded by Alderperson Larsen to approve these premise description changes. This carried on a voice vote.

#### **ORDINANCES**

**Ord. #16-21**, to amend Section 500-6 B. (2), Parking Limitations, Disabled Parking on the west side of Neenah Street was presented. *Sponsor: Alderperson Zgonc. From: The Public Safety & Welfare Committee.* Alderperson Zgonc moved for the adoption of this ordinance on its first reading, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 7. No – None.

**Ord. #16-22**, to create Section 500-6 A. (4), Parking Limitations on S. Sixth Street between Main & Market Streets was presented. *Sponsor: Alderperson Zgonc. From: The Public Safety & Welfare Committee.* Alderperson Zgonc moved for the adoption of this ordinance on its first reading, seconded by Alderperson Raether and carried on a roll call vote: Yes – 7. No – None.

#### **RESOLUTIONS**

**Res. Exh. #8383**, to amend the Formation of a City Wide Bicycle & Pedestrian Task Force to include a member of the Police Department was presented. *Sponsor: Alderperson Berg. From: The Public Works Commission.* Alderperson Romlein moved for the adoption of this resolution, seconded by Alderperson McFarland and carried on a voice vote.

**Res. Exh. #8384**, to amend the budget of Engineering Dues, Fees & Subscriptions Account #01-54-10-22 to decrease by \$1,500.00 and to amend the budget of Engineering Travel Account #01-54-10-24 to increase by \$1,500.00 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson McFarland moved for the adoption of this resolution, seconded by Alderperson Larsen and carried on a roll call vote: Yes – 7. No – 0.

**Res. Exh. #8385**, to authorize change order #1 to the Senior Center Deck Rehabilitation Project and also, to amend the budget to pay for this contract in the amount of \$12,512.57 from Street Lighting Account #01-54-42-30 to decrease this account by \$12,513.00 and to increase Senior Center Capital Outlay Account #01-55-24-60 by \$12,513.00 with said Change Order expenses to be charged to Senior Center Capital Outlay Account #01-55-24-60 was presented.

*Sponsor: Mayor David. From: The Finance Committee.* Alderperson Larsen moved for the adoption of this resolution, seconded by Alderperson Raether and carried on a roll call vote: Yes – 7. No - 0.

**Res. Exh. #8386**, to adopt the 2017 Budget & approve tax levies for the General & Debt Service Funds was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson McFarland moved for the adoption of this resolution, seconded by Alderperson Raether and carried on a roll call vote: Yes – 7. No – 0.

**Res. Exh. #8387**, to adopt the 2017 Budgets for the remaining funds of Wastewater Treatment, Water, Capital, TID #3, Developer Parks, TID #4, TID #5, TID #6, TID #7, Library Special Revenue Fund, Riverfest, Transit, Environmental Health, Emergency Preparedness, Storm Water Utility, Solid Waste, Seal-A-Smile, Library Trust, Tourism, Economic & Housing & Revolving Block Grants was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Larsen moved for the adoption of this resolution, seconded by Alderperson McFarland and carried on a roll call vote: Yes – 7. No – 0.

**Res. Exh. #8388**, to create Fund #22, Tourism was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Zgonc moved for the adoption of this resolution, seconded by Alderperson Raether and carried on a roll call vote: Yes – 7. No – 0.

**Res. Exh. #8389**, to authorize City Officials to enter into an agreement with IT Advocate, Elgin, IL, to provide assessment of the City's overall IT Networks, with Phase One, Short Term Objectives and Phase Two, Long Term Objectives, for a cost not to exceed \$23,430.00 to be charged to Account #01-54-10-41, for any work completed in 2016 and to Account #01-51-86-11, IT Services, for work completed in 2017 was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Romlein moved for the adoption of this resolution, seconded by Alderperson Tietz and carried on a roll call vote: Yes – 7. No – 0.

**Res. Exh. #8390**, to adopt the Travel Policy which will be incorporated into the Employee Handbook was presented. *Sponsor: Mayor David. From: The Finance Committee.* Alderperson Zgonc moved for the adoption of this resolution, seconded by Alderperson McFarland and carried on a voice vote.

#### **ADJOURNMENT**

There being no further business to come before the Council at this time, Alderperson Tietz moved to adjourn, seconded by Alderperson Maron and carried on a voice vote, the time being 7:17 p.m.

Cindy Rupprecht

Clerk/Treasurer

(Complete video of Council Proceedings on DVD.)

*(DISCLAIMER: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.)*